PREMIS

Performance Results Evaluation

and

Management Information System

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June 2001

Attachment 3

Optimizing System Effectiveness through Human Performance Enhance

PREMIS

- Part 1: Overview of PREMIS and Its Use
- Part 2: PREMIS Physical Requirements

Optimizing System Effectiveness through Human Performance Enhancement

Part I: Overview of PREMIS and Its Use

- Purpose of PREMIS
- Overview of PREMIS Workflow Processes
- PREMIS user roles and responsibilities
- Basic PREMIS concepts
- PREMIS input
- PREMIS physical requirements

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Purpose of PREMIS

- To facilitate a standardized mechanism for communication between IAC, COTR, and PMO personnel

- To aid in the process of initiating, modifying, and closing out Technical Area Tasks (TATs)

- To enable personnel to monitor the progress of TATs through their life cycle

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Overview of PREMIS Workflow Processes

To INITIATE a TAT

- Create TAT

To MODIFY a TAT

- Expand Scope of TAT
- Downscope TAT
- Stop Work
- COST Extension
- NO COST Extension

To CLOSE OUT a TAT

- TAT Completion

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Optimizing System Effectiveness through Human Empowerment Enhance

Overview of PREMIS Workflow Processes (Continued)

- Each workflow is preceded by the same basic functions

F I	**F II**	**F III**
Establish and Agree on Tasking	Establish and Agree on Funding	Transmit Funds, if Necessary, and Proceed

- Each function may involve one or more steps
- Each function may require action by IAC and/or government personnel
- Taken together, these three functions bring the TAT to the point that work can begin

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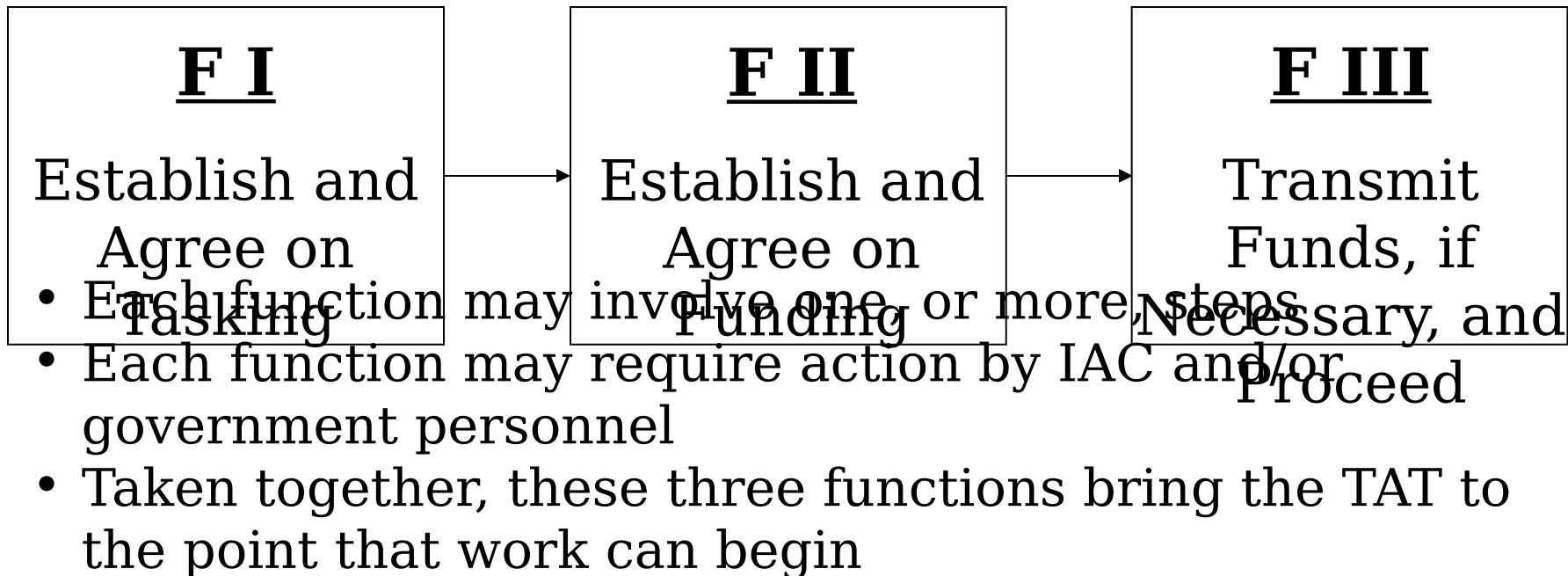
Overview of PREMIS Workflow Processes (Continued)

- Each workflow involves the same basic actions

Initiate PREMIS Process	→	Perform Action Item(s)	→	Respond to Notification(s)
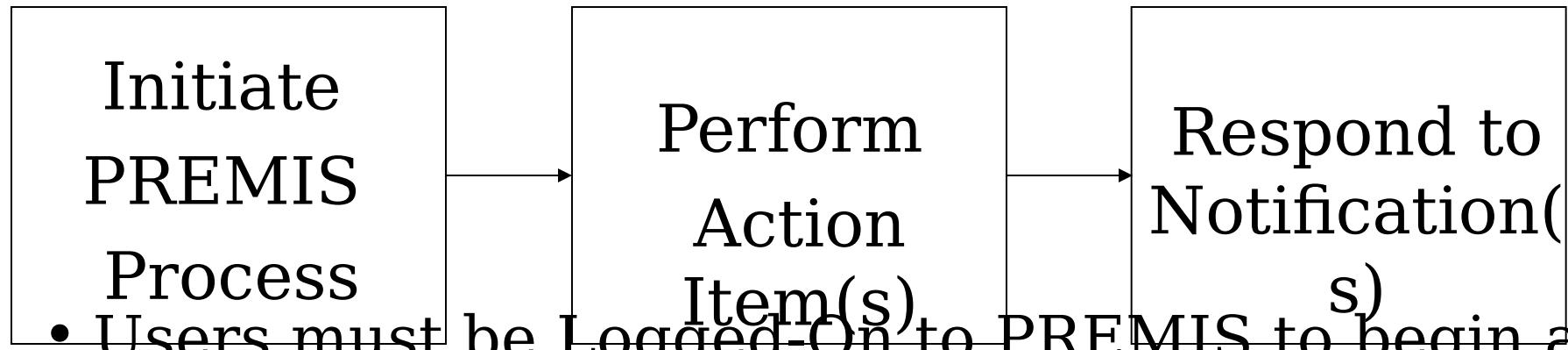
- Users must be Logged-On to PREMIS to begin a Workflow Process

- Users must Log-Off when finished using PREMIS

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PREMIS User Roles

IAC Personnel Roles	**Government Personnel Roles**
• IAC TAT Manager (ITM; ITM Alt) • IAC Contracting Specialist (ICS; ICS Alt) • IAC Director (DIR; DIR Alt)	• Contracting Officer's Technical Representative (COTR; COTR Alt) • Program Analyst (PA; PA Alt) • Program Manager (PM; PM Alt) • MIPR Import (MIPR; MIPR Alt) • Program Manager WAR Assistant (AA; AA Alt)

Requesting Activity (RA) has no role in PREMIS

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PREMIS User Roles

(Continued)

- A person's IAC role determines
  - What information is available
  - What Action Items/Notifications are received
- Several people can be assigned the same role
  - For example, DIR role for an IAC can be assigned to the Director, Deputy Director, or Administrative Assistant
- A single person can have roles for more than one IAC
  - For example, ICS roles, COTR roles

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PREMIS User Responsibilities

- Initiate Workflow Processes
- Prepare information
  - Create/Enter Statement of Work Plan (SOWP)
  - Create/Enter Cost and Tech Proposal
- Respond to Action Items and Notifications as required
- Review/Sign Documents
- Check TAT Status as needed
  NOTE: New roles require new habits

PREMIS User Responsibilities

- Maintain ID and password security
- Establish e-mail notification, if desired
- Delegate responsibilities while unavailable; resume responsibilities when possible
- Maintain current user profile information at all times
  - Choose display format for viewing IAC information
  - Staffing changes
  - Phone, e-mail changes etc.

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Basic PREMIS Concepts: Log-On/Log-Off

- Log-On
  - Requires proper set-up, ID, and passwords
  - Access PREMIS through Netscape 4.7
  - Enter ID and passwords; click "Continue" when asked
  - When you are in, you will see the PREMIS toolbar and your personal Action Items List or a message indicating you have no Action Items
- Log-Off
  - Choose Exit PREMIS from Toolbar File menu, or use close box (   ) in upper right corner
  - Be sure to close ALL Netscape windows (NOTE: More than one Netscape window may be open when you log-off PREMIS)

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PREMIS Input: Creating a New Document

- Most documents are created as a combination of
  - .pdf forms for cover pages
  - Attached MS Office documents (e.g. Word, Excel, PowerPoint) for large sections of text, etc. (*e.g.,* SOWP)
  - Notes
- Process can be initiated three ways:
  1. From two-panel Single Action Item Window
     - Standard way to proceed; ensures documents are properly entered into the workflow to trigger succeeding steps
  2. Using File menu or new document icon
  3. Automatically by system (e.g. TAT Cost Overrun)
- Clear understanding of the different ways to proceed is essential

Part 2: PREMIS Physical Requirements

The following are the PREMIS hardware/software requirements:

- Pentium processor, 166MHz or better recommended
- 64MB RAM, 128MB RAM recommended
- 16-color VGA (640 x 480), 256-color VGA (800 x 600) recommended
- 10MB disk space, 20MB recommended
- Windows 95/98/Me or Windows NT/2000
- Internet access

The following software is also required.

- Netscape Browser 4.7x
- Adobe Acrobat Reader version 4.0, 4.05, 5.0
- JAVA Runtime Environment (JRE) - JAVA plug-in version 1.2.2 or 1.3.0
- JAVA Security Policy Files

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